

DUTY STATEMENT

Classification: Associate Energy Specialist	Position No. 5600-4056-003
CBID: R10	Office: Energy Generation Research
Date Prepared: June, 2007	Division: Energy Research and Development
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the direction and supervision of the Energy Commission Supervisor II (TED) in the Energy Generation Research Office, the incumbent serves as part of interdisciplinary and/or interdivisional teams to plan and implement the Public Interest Energy Research (PIER) Program. The goal of the PIER program is to conduct research, development, and demonstration to advance science and technology not adequately provided by regulated and competitive markets. The incumbent is knowledgeable of electricity generation technologies and their associated deployment and use issues. The incumbent performs complex technical work for the Environmentally Preferred Advanced Generation program and supports related projects for the Renewable Energy Research and Development program.

WORKING CONDITIONS

The work is performed in an indoor office and/or meeting room setting involving sitting, standing, and/or walking. The incumbent must work well with people inside and outside the Energy Commission, including members of the general public, perform well under the pressure of deadlines, exercise good listening and communications skills, participate in meetings with other staff and with other agencies, and prepare quality reports for expert and lay person readers. The incumbent will be required to provide oral and written presentations. The incumbent must evaluate daily workload and prioritize work including the work of team members and contractors. Travel may be required to participate in workshops, hearings, and project site visits that may consume 1% to 5% of the time. Additional hours beyond an eight-hour workday or forty-hour work week may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, spreadsheets, databases, presentation software, electronic mail, and internet.

DUTIES AND RESPONSIBILITIES

- 50% Manage contracts and projects for combined heat and power (CHP) and distributed generation (DG) technologies. The incumbent will manage five to seven CHP or DG projects, ensure technical viability of these projects through critical project reviews, and evaluate the costs and benefits of these technologies. The incumbent will develop a working knowledge of CHP and DG systems and contribute to developing technical targets to improve efficiency, performance, and environmental benefits of these energy generation technologies. The incumbent also prepares work statements, budgets, schedules, special conditions, measurable technical and economic objectives which will be used to determine project success, and other materials necessary to finalize funding agreements and contract documents; establishes and maintains a

technical and business relationship with the contractor; initiates and approves contract amendments; receives and reviews monthly/quarterly progress reports and prepares an evaluation of contractor performance; verifies that contract terms and conditions have been met before approving invoices (if necessary, dispute a particular invoice); conducts technical review of the work conducted by the contractor; works directly with the contractor and makes project site inspections to ensure the project meets technical, fiscal, and administrative objectives; and briefs office, division, and Commission management on the status of the project. (E)

25% Perform technical analyses relating to energy RD&D to be used in developing program and policy evaluations and recommendations for consideration by Office and Division management, PIER program leads, and Commissioners. The incumbent will perform technical review and comment on solicited and unsolicited proposals; contribute to the PIER annual report; conduct technical evaluations of technologies, technology performance, and environmental impacts; and calculate costs and benefits of technologies. (E)

10% Consult with stakeholders including research organizations, government and utility representatives, private developers, technical experts, and end users to identify RD&D opportunities for alternative and advanced energy systems or technologies in California; and define, develop, and implement projects that provide significant public benefits to California and meet the policy and technical objectives of the PIER Program. (M)

10% Prepare workshop and meeting notices, obtain speakers, identify stakeholders, prepare staff presentations, develop background materials, and prepare workshop and meeting summaries. (M)

5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
_____ STAFF Associate Energy Specialist (TED)	_____ FERNANDO PINA Energy Commission Supervisor II (TED)
_____ Date	_____ Date